

Office 365

Avon Community School Corporation

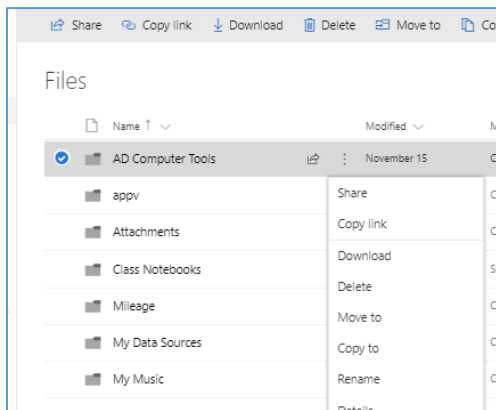
Sharing an Office Document

1. Open Office 365 and click One Drive to access your files.

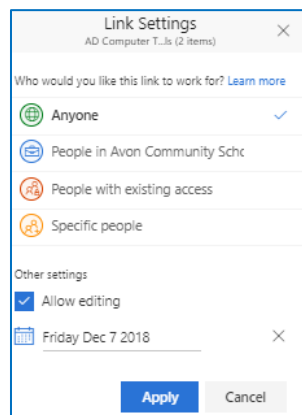
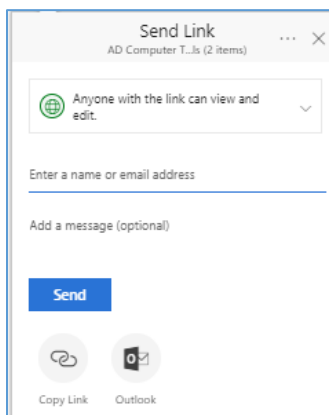


Option 1-Sharing inside Office 365 My Documents Screen

1. When viewing your folders or documents inside Office 365, you can click on the 3 dots to the right of the document and choose **“Share”**.



2. You may either **EMAIL** or **COPY A LINK**.
3. Users **Can edit** or **Can view**; be sure to uncheck allow editing if you only want users to view.
4. If you **Send an email invitation** notifies user via email that you have shared a document with them.
5. Click **Send**.



Option 2: Sharing within Office 365 in an Opened Document

1. While in Office 365 and working in an opened document, click on **SHARE** option at the top of the main menu.

Option 3: Sharing by attaching a document in Outlook

1. While in Outlook, click on attach file
2. Click on Browse Web Location/OneDrive – Avon Community School Corporation
3. Browse for file
4. Insert

